



November 2013

WELCOME MESSAGE

Welcome to the eighth edition of MBE Insight. Hopefully, you will find something of interest that will support you and your business.

The city continues its efforts to support small, minority and woman-owned businesses through contracting opportunities, incentives and business development activities.

If you need assistance, please contact the Minority Business Office located within the Department of Economic Development at 1 Franklin Street, Suite 600 in the Ruppert L. Sargent Building.

The City of Hampton encourages small businesses to participate in the procurement process and values your input.

Jessica Spencer, Minority Business Coordinator, City of Hampton

CITY OF HAMPTON SMALL BUSINESS DIRECTORY

There are 414 firms listed in the Hampton Small Business Directory and the number continues to grow.

It consists of state-certified small, women and minority (SWaM) vendors who are registered to do business with the city. It is used by city and school employees when soliciting quotes for small purchases as well as by contractors seeking small businesses for subcontracting opportunities.

Go to <http://hamptonpublic.hampton.gov/swam/search.aspx>.

Small businesses are encouraged to contact the Minority Business Office for inclusion in the directory.

For more information please contact Pam Croom, Minority Business Program Compliance Specialist at (757) 728-5171.

THE PPOC

The city of Hampton's Purchasing and Procurement Oversight Committee (PPOC) is an advisory committee working with city staff to ensure the city's procurement process encourages and provides opportunities for participation by a more diverse group of vendors and contractors.

The PPOC meetings are held the third Wednesday of each month, excluding July and August, in the 6th floor EDA conference room of the Ruppert L. Sargent Building located at 1 Franklin Street. The meetings begin at 12:30 p.m. and are open to the public.

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PROGRAM MISSION

The city of Hampton seeks to increase opportunities for minority and women-owned businesses within the city's procurement activities. The city will encourage equitable participation by minority and women-owned businesses in the provision of goods and services to its citizens. Strategies for removal of barriers for minority and women-owned business participation will be implemented in the least restrictive manner as a means to ensure equal business opportunity.

A SNAPSHOT OF THE HAMPTON SMALL BUSINESS DIRECTORY

Arti Incorporated Hampton, VA

Arti Incorporated is a SWaM certified minority-owned business. This company offers a full range of IT, software development, program management, and training solutions to their clients. The solutions they provide their clients are reliable, cost effective, leveraging technology with the right human capital.

GP&E Consulting Group Hampton, VA

GP&E Consulting Group is a SWaM certified minority-owned business. This company offers business management consulting. Their mission is to be a valuable asset to clients by providing the highest quality customized service.

Complete Care Professional Maintenance Service Hampton, VA

Complete Care Professional Maintenance Service is a SWaM certified minority-owned business. This company specializes in water and flood damage restoration, tile repair, wood floors, carpet installation, commercial and residential cleaning, and flea and tick treatment.

DISPARITY STUDY ANNOUNCEMENT

MGT of America, Inc., a nationally recognized research consulting firm, is conducting a second generation Disparity Study for Hampton city and Schools.

The study will examine 1) the procurement of services and products by the city and schools, 2) the subcontracting practices of prime contractors and vendors who do business with the city and schools, and 3) anecdotal evidence collected from a broad cross section of M/WBE and non-M/WBE firms on their experience doing business or attempting to do business with the city and schools. The study will analyze the procurement of construction, architecture and engineering, professional services, other services and goods and supplies.

This is a great opportunity for small business owners to provide feedback regarding your experience doing business with or attempting to do business with the city and schools prime contractors and vendors. Businesses may be asked to participate in one or more of the following: surveys of vendors, personal interviews, focus groups and/or a public hearing. These activities will take place over the next several months.

It is anticipated that the study results will support continuing efforts to engage minority and women-owned vendors in the procurement process, provide recommendations to increase their utilization and enhance business growth. The study will be conducted over a twelve month period to conclude in 2014.

For further information, visit www.hampton.gov/index.aspx?NID=1653 .

CITY OF HAMPTON CONSOLIDATED PROCUREMENT OFFICE

The Consolidated Procurement Office serves the city of Hampton, Hampton City Schools and the Hampton Roads Regional Academy of Criminal Justice. This office is responsible for all formal bid transactions, procurements related to construction, professional services, transactions requiring performance bonding, annual contracts for goods, materials and supplies.

Procurement laws may require a surety bond be submitted with the bid in the form of a certified or cashier's check or bid bond. This requirement will be stated in the bid instructions.

The Consolidated Procurement Office will attempt to mail notices for formal bids to prospective vendors. Notices are also posted on a bid board located in the office and advertised in the Tuesday edition of the *Daily Press* "Legal Notices - Advertisements for Bid" in the classified section.

Notices

Advertisements, formal bids and request for proposals (expected to be greater than \$10,000) are printed on Tuesdays in the legal section of the *Daily Press* newspaper, Newport News, Virginia, and Thursdays in the legal section of the Voice; a Norfolk weekly newspaper.

Notice to Contractors

§54.1-1115

In Accordance with §54.1-1115, A1 and A6: Bidder shall include a copy of Contractors License with Bid Response. All Contractors must submit a copy of their valid contractor's license with their bid response on all projects requiring a contractor's license to have their bid considered responsive.

§ 54.1-1115 Prohibited Acts

The following acts are prohibited and shall constitute the commission of a Class 1 misdemeanor:

- Contracting for, or bidding upon the construction, removal, repair or improvements to or upon real property owned, controlled or leased by another person without a license or certificate, or without the proper class of license as defined in § 54.1-1100 for the value of work to be performed.
- Receiving or considering as the awarding authority a bid from anyone whom the awarding authority knows is not properly licensed or certified under this chapter. The awarding authority shall require a bidder to submit his license or certificate number prior to considering a bid.

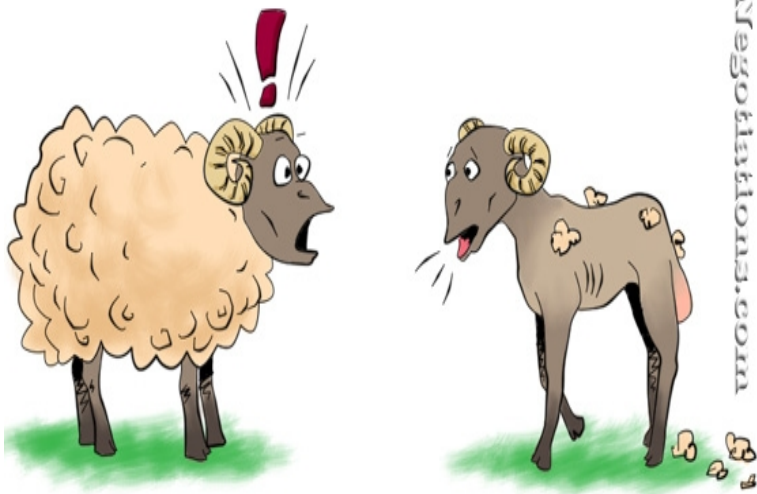
More Information

For more information, contact the Consolidated Procurement Office at (757) 727-2200.

Notifications

Stay informed of updates to projects and bid opportunities by registering on the city of Hampton website. Sign up to receive a text message or email when new bids are added!

Sign up here at <http://va-hampton.civicplus.com/list.aspx>.



**"Yes they shaved our margins a little,
but they signed the contract!"**

Small Businesses Trends to Analyze

- **Social Media** - Do your customers "like" you on Facebook, check you on Pinterest? Do you tweet?
- **Health Care** - By the end of this year, health care is going to be on the minds of virtually every small-business owner.
- **New Payment Methods** - Various forms of mobile wallets and payment options are springing up.
- **Cloud Computing** - This is one area where small businesses really benefit, but the decision to move to the cloud can be confusing and the transition somewhat disruptive.
- **Crowdfunding** - The Jumpstart Our Business Startups Act that passed last year will open up new sources of financing for entrepreneurs.
- **Mobile Marketing** - Virtually everyone is doing business on their smartphone — buying stuff, searching for nearby businesses, researching products, making reservations.

Source:

<http://www.usatoday.com/story/money/columnist/abrams/2013/05/17/small-business-trends-for-entrepreneurs/2192817/>

VIRGINIA DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

Should your business be certified? Yes!

By becoming certified, your company can be added to our preferred listing of Small, Women and Minority business enterprises (SWaM).

The Virginia Department of Minority Business Enterprise (VDMBE), with its new streamlined certification process, will certify your company free of charge, if qualified, as part of the Commonwealth's initiative to open the door to state and local government contracting opportunities. VDMBE also provides assistance on how to do business with the Commonwealth, provide management and technical assistance on an individual or group basis, and administers a loan program for disadvantaged businesses.

The SWaM program is a Commonwealth of Virginia initiative designed to significantly increase the state's use of small businesses, especially those owned by women and minorities.

Apply online at www.dmb.virginia.gov. Contact the DMBE representative on Tuesdays, from 9-5pm in the Hampton offices at (757) 728-5148 if you need assistance or at (804) 786-6585 in Richmond.



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